



Trinity Academy

Technician (Food and Science)

Job description

Job title	Technician (Food and Science)
Location	Trinity Academy
Salary	<p>Job title: Technician (Food & Science)</p> <p>Salary: SCP 17 - 21</p> <p>FTE £25,819 - £28,620</p> <p>Actual £9,056 - £10,039</p>
Role Summary	<p>You will play a key role in maintaining a safe, orderly and high-performing Science and Food Nutrition Departments. The successful candidate will work with two science technicians, a food technician and a DT technician and assist with the preparation, maintenance and storage of all apparatus, equipment and materials used in both departments. You will also be responsible for ensuring a safe working environment.</p> <p>There will be opportunities for the successful candidate to work with, and be supported by, other technicians within the Trust and to access high-quality training.</p> <p>The successful candidate will have a positive and productive outlook with a high level of initiative and competency. They will need a 'can do' attitude and will need to be highly flexible, calmly efficient, have an eye for detail and have the ability to build strong and positive relationships with students and staff. The successful candidate should have excellent IT skills, be well organised, have a professional approach to work and be able to prioritise workloads to meet critical deadlines.</p> <p>The ability to contribute to other co-curricular areas of Trinity life (e.g. Team Sports, Music, Drama, Equalities or other co-curricular activities to be agreed) will be highly desirable.</p>
Working pattern	<p>15 hours per week</p> <p>TTO + 1 week / 15 hours</p>


Responsibilities
Purpose of the role

- Preparation, maintenance and storage of all apparatus, and materials in both Food Technology and Science Departments.
- Ensuring Health & Safety procedures are adhered to and all necessary precautions are taken to avoid danger to staff and pupils at all times.
- Engage in and support classroom activities.
- Maintaining the chemical store and preparing materials for teaching staff in accordance with CLEAPSS guidelines.

Responsibilities of the role
Science Department

The tasks required will be many and varied but are likely to include the following:

- Preparation, maintenance and storage of apparatus, equipment and all materials used in laboratories.
- Care, cleaning and maintenance of all work areas and surfaces.
- Maintenance of safety in laboratories by taking all necessary precautions to avoid any danger to persons or property in accordance with Health & Safety policies
- Compilation of inventory of equipment and materials, keeping records of stocks and breakages and organising repairs
- Receive and check new stocks and ensure special care of chemicals and materials as appropriate
- Preparation and checking of all materials and equipment before and after use in laboratory by pupils
- Ensure safe disposal of chemical and biological waste
- Care of plants and animals kept in science department
- General support to teachers as required
- Assisting staff and pupils with any queries or information as appropriate.

Food Technology Department

- Preparation, maintenance and storage of apparatus, equipment and all materials used in Food Room
- Operate cooking equipment and maintain in prime condition.
- Care, cleaning and maintenance of all work areas and surfaces.
- Maintenance of safety in work areas by taking all necessary precautions to avoid any danger to persons or property in accordance with Health & Safety policies
- Compilation of inventory of equipment and ingredients, keeping records of stocks and breakages and organising repairs



	<ul style="list-style-type: none"> • Order material, equipment and stationary • Receive and check new stocks and ensure special care of materials as appropriate • Preparation and checking of all materials and equipment before and after use • General support to teachers as required • Keep record of Health and Safety regulations and guidance notes • Regularly report to the Head of Food Technology • Assisting staff and pupils with any queries or information as appropriate. <p>General Responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships and communication with staff & pupils • Play a full part in the life of the Academy community, supporting its mission & ethos • Adhere to the Academy's policies • To engage actively in the staff review and development process • To undertake professional development
Reporting to	Lead Science Technician and Head of Food Technology
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>



**TRINITY
ACADEMY**

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Outstanding accuracy whilst meeting challenging deadlines.
- A background in science or food technology.
- An ability to meet multiple requests for information in a calm and professional manner.
- Excellent organisational and general administrative skills, e.g. recording, filing, prioritising.
- Excellent IT skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.
- Ability to prioritise own workload and deliver to deadlines.
- Ability to work on own initiative and not require constant supervision.
- Ability to work as part of a team and support others.
- Excellent interpersonal skills. Must be able to communicate effectively, especially face to face and via email and telephone.
- Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.

You are likely to have:

- Commitment to excellence and desire for continual improvement.
- A knowledge and interest in the education environment.
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You may have:

- Recent experience as a Technician, preferably within a school environment.
- Knowledge of First Aid procedures.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Excellent literacy, numeracy & accuracy.
- Proficiency in using IT systems.

You are likely to have:

- Degree or equivalent

You may have:

- Knowledge of best laboratory practice, including CLEAPSS guidelines

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- General laboratory experience.
- Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.

You are likely to have:

- Experience of work in a school environment.
- Experience of working as a Science Technician.
- Experience of working with children or young people.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.